

DEVELOPMENT REVIEW COMMITTEE

Tuesday, December 19, 2017

MEETING MINUTES

The Monroe County Development Review Committee conducted a meeting on **Tuesday, December 19, 2017**, beginning at 12:58 p.m. at the Marathon Government Center, Media & Conference Room (1st floor, rear hallway), 2798 Overseas Highway, Marathon, Florida.

CALL TO ORDER

ROLL CALL by Ilze Aguila

DRC MEMBERS

Mayte Santamaria, Senior Director of Planning & Environmental Resources	Absent
Emily Schemper, Comprehensive Planning Manager	Present
Mike Roberts, Sr. Administrator, Environmental Resources	Present
Kevin Bond, Planning & Development Review Manager	Present

STAFF MEMBERS

Steve Williams, Assistant County Attorney	Present
Peter Morris, Assistant County Attorney	Absent
Devin Rains, Principal Planner	Present
Ilze Aguila, Sr. Planning Commission Coordinator	Present

CHANGES TO THE AGENDA

There were no changes to the agenda.

MINUTES FOR APPROVAL

Approval of the meeting minutes for Tuesday, August 24, 2017.

MEETING

1. MICHAEL LEBOEUF REVOCABLE TRUST, VACANT PARCEL ON OVERSEAS HWY, KEY LARGO, MILE MARKER 101: A PUBLIC MEETING CONCERNING A REQUEST FOR A MINOR CONDITIONAL USE PERMIT. THE REQUESTED APPROVAL IS REQUIRED FOR THE DEVELOPMENT OF A PROPOSED LIGHT INDUSTRIAL USE INVOLVING A SMALL ENGINE REPAIR FACILITY WITH OUTDOOR STORAGE. THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS A PORTION OF TRACT 8 IN SECTION 28, TOWNSHIP 61 SOUTH, RANGE 39 EAST ON KEY LARGO ACCORDING TO MODEL LAND COMPANY PLAT RECORDED IN PLAT BOOK 1, PAGE 68, MONROE COUNTY, FLORIDA, HAVING REAL ESTATE NUMBERS 00087320-000000 AND 00087320-000100.
(File 2017-087)

Mr. Devin Rains presented the staff report. This proposed facility is a 2,460 square foot building, 41 by 60 feet with an approximate height of 21.8, consisting of a repair, storage and related office and waiting area. Additionally, there is proposed outdoor storage area of 2,700 square feet and seven proposed parking spaces, plus loading zone, landscaping, buffer yards and other improvements. The parcel is located in the SC Land Use District with a Mixed Use Commercial FLUM, located on U.S. 1 in Key Largo, having a Tier III designation. It is a vacant parcel that previously had structures which were removed via demolition permit issued January 2016. The plan sets submitted consisted of a survey which included some of the preexisting structures and a set of architectural drawings without a site plan. Sheets C1R, C2R, C3R and A1 were received with landscape-related elements. The review comments are based on these sheets submitted August 22, 2017.

The submitted plan set did not include screening at the outdoor storage area or at the recycling trash collection area. The applicant is addressing those items. A traffic study was submitted February 2017, and an updated electronic traffic study was submitted December 2017, and forwarded to the County's consultant for comments. The comments have not yet been received at this time. This is a new structure subject to NROGO. Based on the Suburban Commercial Land Use District and the proposed light industrial use, the maximum residential density floor area ratio is 0.30. The site square footage is 24,000 square feet for the two adjacent aggregated parcels, allowing for a maximum of 6,300 square feet of which 2,460 are proposed. The potential used is 39 percent keeping the project within the maximum non-residential intensity. Maximum height proposed of 21 foot 11 inches is well within the 35-foot maximum height. The survey did not provide an elevation at curb or crown of U.S. 1, which needs to be addressed either during the building permit process or added as a condition to approval. Surface water management is not in compliance, which will be covered by Mr. Mike Roberts. Questions were identified regarding the required off-street parking. Based on Sheet A1, the plan indicates storage areas in addition to the office bathroom spaces. These areas indicated as storage are actually proposed as repair areas or other industrial uses. Clarification is needed on the uses in those areas. Repair bays will be calculated differently than industrial use. Offices spaces are calculated at three parking spaces per thousand; 475 square feet of office area requires 1.45 parking spaces. Industrial use areas are two parking spaces per thousand and repair or servicing of vehicles is at three spaces per service bay or per thousand square feet, whichever is greater. The requested clarification is being addressed by the applicant. The applicant should note that once the parking spaces are identified, there may be some trickle down requirements regarding parking lot landscaping and stormwater calculations. Bicycle parking was not in compliance being located in the front setback. The applicant is in the process of relocating those providing the minimum width size requirements of two foot by five foot per bike parking space with a minimum of four spaces required, and a five-foot access aisle. Required landscaping will also be addressed by Mr. Roberts. There are currently two access points on U.S. 1, both identified as asphalt returns. The one proposed in the area of reuse is identified as asphalt driveway. The applicant provided a letter of coordination from FDOT; however, a letter of intent to issue a permit is required.

Prior to issuance of the development order for this minor conditional use permit, staff recommends the applicant submit corrections and additional information as follows: Demonstrate compliance regarding screening of outdoor storage areas and trash/recycling areas,

clarification of number of proposed service bays within the floor plan compared to office uses and other light industrial uses, and revise the site plans to reflect the required parking with a table of calculations. The floor plan needs to be updated as to labeling, changing storage area to the proposed use. Provide revised traffic study which will be reviewed by the County's traffic consultant whose concerns must be addressed prior to approval. Demonstrate compliance with bike parking, required landscaping, stormwater management and provide a survey related to documentation of grade, curb or crown of road at U.S. 1.

If compliance is satisfied, staff is recommending the following conditions prior to issuance of the building permit: An NROGO allocation award of 2,460 square feet must be obtained through the NROGO permit allocation system. The existing curb cuts must be brought into compliance with current FDOT standards with a letter of intent with an access permit or stating no additional improvements are necessary. A minor conditional use permit is not final approval and the applicant must obtain building permits as needed. The scope of work must be reviewed for compliance with Florida Building Code and be found in compliance with the Flood Plain Administrator and office of the Fire Marshal.

Ms. Schemper added that the existing asphalt driveway is narrower than what is being proposed and it appears the proposal is to widen it with gravel. Ms. Blaine Lounsbury stated the applicant's intentions. Ms. Schemper further explained that there have been issues in the past with the gravel adjacent to the Heritage Trail causing damage to the Trail. Ms. Schemper had been unable to reach the County Engineer prior to this meeting so there may be more coordination required as to that.

Mr. Mike Roberts explained that calculations are needed to show elevations relating to the stormwater. Without the elevation data, he is unable to tell whether the pre/post discharge requirements have been met. These elevations can be put either on the survey or in the notes on the grading plan. The landscaping could not be evaluated because the parking was off, so after that is figured out, he will look at that, noting that the landscaping requirement is based on the square footage of all associated ingress, egress, parking, and pass-through aisles. Whether the parking is paved or gravel does not matter.

Ms. Schemper asked for further staff comment. Mr. Steve Williams mentioned that with the nature of this business being engine repair in close proximity to residential homes, the applicant may want to be proactive in considering sound containment, as the residents in this area have complained in the past regarding noise. This is not required in the construction materials or in the Code, but may want to be considered to avoid future problems.

Ms. Schemper then asked if the applicant had anything to add. Ms. Lounsbury indicated they were good to go. Ms. Schemper pointed out the six-month time limit to provide the required revisions. If not received within the time period, the application is considered withdrawn.

ADJOURNMENT

The Development Review Committee meeting was adjourned at 1:19 p.m.